

**15 FEBRUARY 2004**



**Operations**

**PYRAMID RECALL, ALERT, START,  
DISASTER, AND GENERAL NOTIFICATION  
PROCEDURES (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures for alerting/recalling personnel in the event of national emergencies, contingencies or other events as directed by the wing commander or authorized key personnel. Alerts/recalls may be necessary to support war plans, periods of increased readiness, emergency or disaster situations. This instruction applies to all wing and tenant unit military personnel and key civilian personnel identified on the Civilian Control Roster. **Attachment 1** is a glossary and explains terms used in this publication. **Attachment 2** outlines pyramid alert/recall notification responsibilities. **Attachment 3** contains unit alert/recall notification roster instructions. **Attachment 4** contains pyramid notification procedures. **Attachment 5** is the Secondary Crash Net (SCN) notification chart. **Attachment 6** contains SCN procedures. **Attachment 7 - Attachment 14** are the SCN alert (real-world) message formats. **Attachment 15 - Attachment 24** are the SCN alert (exercise) message formats. **Attachment 25 - Attachment 27** are examples of procedures to recall personnel from Leave and TDY. **Attachment 27** is a sample recall strength worksheet. **Attachment 29** lists situations requiring notification to the Vandenberg Command Post (VCP). **Attachment 30** lists the additional agencies and contractors to be notified. Maintain and dispose of all records created as a result of the process described herein according to AFMAN 37-139, Records Disposition Schedule. Public Law 104-13, Paperwork Reduction Act of 1995, affect this publication.

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**SUMMARY OF REVISIONS**

This publication has been substantially revised and must be reviewed in its entirety. It updates current procedures to officially reflect the shift from the 30th Space Wing Command Post to the Vandenberg Com-

mand Post (VCP). It directs units to conduct a monthly review and update of unit alert/recall notification rosters no later than the fifth day of each month. It updates the notification requirements to reflect current host and tenant unit names. It adds notification responsibilities to establish clear lines of communication, including tenant units and government contractors. It changes alert notification format names involving recalls from “Alert Notification 1, 2, 3, 4” to “Recall, Six-Ring Alert, Battle Staff/CAT Recall, and Alert Notification” and rennumbers formats. It outlines the strength-reporting flow from Unit Control Centers (UCC) to the Personnel Control Center (PCC), then to the VCP. It updates references to governing Air Force instructions. Formats have been changed and paragraphs renumbered as required.

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**1. Responsibilities.** The VCP is responsible for the overall operation of the recall and alert notification system and for making initial notifications as directed by the 30 SW/CC or designated representative. Unit commanders/agency chiefs are responsible for initiating recalls and notifications to assigned personnel. Group Commanders are responsible for notifications to contractors in [Attachment 30](#). UCC's are responsible for consolidating and relaying strength reports to the PCC. The PCC is responsible for reporting personnel strength to the VCP. 30 SW/PA office is responsible for radio/television and "Hot Launch" broadcasting of alert notification messages. The 30 SW/SCS Network Control Center (NCC) is responsible for base wide e-mail notifications.

## **2. Pyramid Recall and Alert Notifications:**

**2.1. Covert Method.** Personnel will be recalled or notified as quickly as possible without giving public notice. Personnel will minimize actions that might alarm the general public.

2.1.1. Personnel normally receive recall and alert notifications via telephone. If the telephone system is inoperable or when directed, the comm-out recall and notification process will be initiated and runners will be utilized.

**2.2. Overt Method.** Unit plans will be initiated using the fastest means available for emergency notification to personnel, i.e., phone, radio, television, public address equipped vehicles, etc.

2.2.1. The VCP controllers will notify all occupied remote facilities using the Vandenberg Integrated Communication Telephonic Evacuation Routes (VICTER) system.

2.2.2. The VCP will notify 30 SW/PA of the emergency. 30 SW/PA will notify radio and television stations and will request to broadcast the applicable notification message. Press releases will be made through PA only.

**2.3. Testing:** Pyramid tests are used to gauge the effectiveness of unit telephone recall and alert notification procedures. Units will complete their notifications by telephone. All assigned personnel will be contacted as required (except those personnel on leave, Temporary Duty (TDY) status, or on crew rest). Testing of the recall and alert notification system are normally associated with base or wing-wide exercises or as directed by the wing commander. Units will comply and respond with real-world urgency. Units are encouraged to test their pyramid recall and alert notification procedures frequently.

## **3. Pyramid Recall and Notification Responsibilities:**

**3.1. Pyramid Recalls:** Used to immediately recall all military personnel to their duty locations. Unit strength reporting is always required. The urgent nature of a recall requires all affected personnel to report to duty regardless of date, time, or circumstance. Personnel will not delay for personal grooming (showers, shaving, etc) or eating.

**3.2. Pyramid Alert Notifications:** Used to disseminate time-critical instructions and notifications of any nature deemed appropriate by the 30 SW/CC. All base personnel will be contacted for these notifications (mission essential status does not apply). Each level of the pyramid must copy and relay special notifications completely and correctly. Situations requiring these notifications may include fires, severe weather, propellant leaks, terrorist threats or other situations that will affect the entire base population. All personnel must be notified in order for personal plans of action to be adjusted.

3.3. **VCP:** The VCP will notify the first level agencies specified in [Attachment 2](#). The VCP controllers will make no more than 20 notifications to prevent the delay in the notification process. UCC's should not be tasked with more than 10 notifications.

3.4. **Emergency Procedures:** Pyramid recall and alert notifications in [Attachment 2](#) will be accomplished only after unit emergency taskings are accomplished (Fire Department, Security Police, etc).

3.5. **Unit Responsibilities:** Units will maintain two recall rosters: one to use when normal communications are available, and the other to use when a communications-outage exists. All persons must carry a current roster at all times.

3.5.1. Recall Rosters: The term "recall rosters" and "rosters" pertains to both recalls and alert notifications. All rosters are required to have strength reporting procedures. Pyramid recall, alert notification, and START notification procedures ([Attachment 4](#)) will be included on all recall rosters. Additionally, all rosters must contain the information in [Attachment 3](#) and [Attachment 4](#) organized as applicable to meet the needs of the unit.

**Table 1. Quick Reference Listing**

<ul style="list-style-type: none"> <li>- Organization name</li> <li>- Identify either Comm-In or Comm-Out</li> <li>- Personnel name, duty section, home and duty numbers</li> <li>- Cell phone and pager numbers (as applicable)</li> <li>- Addresses (on comm-out only)</li> <li>- Roster OPR, number, and date last updated</li> <li>- Distinction military and civilian personnel</li> </ul>	VAFB gate hours (Main: 24/7, Utah: 0600-2200, Solvang: 24/7, Lompoc: M-F 0600-1900, Titan: Closed) <b>NOTE:</b> Times adjusted as required
	Pager dialing instructions. <ul style="list-style-type: none"> <li>- On-base: dial 169-xxxx (then #1 for voice, #2 for call back number, as required), then call back number.</li> <li>- Off base: dial 805-605-8232. At prompt dial 169-xxxx</li> </ul>
VCP phone number (Comm 606-9961, DSN 276-9961)	Base operator number (Comm 606-1110, DSN 276-1110)
UCC phone number (unit specific)	Airman Against Drunk Driving (AADD)
PCC phone number (Comm 606-7574, DSN 276-7574)	Numbers - 5-AADD and 6-AADD
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3.5.1.1. Units are authorized to organize rosters as required to meet unit requirements. Asterisks (\*) or other identifiers may be used to differentiate between military, civilian, or task force personnel. Units are required to e-mail an updated copy of their roster no later than the fifth day of each month or when changes occur to: <mailto:30SW.CP@vandenberg.af.mil>.

3.5.1.2. Civilian Participation: Civilians will not participate in the recall process unless otherwise directed by the respective unit commander. This is due to the nature of unit strength

reporting, which does not include civilians. However, all VAFB civilian personnel will participate in accordance with alert notifications, as notifications directed by the wing commander apply to every person on the installation.

3.5.1.3. To facilitate orderly telephone pyramid recall and alert notifications, rosters must be organized in a logical sequence with key personnel or individuals who collect and report pyramid status notified first. Whenever possible, consolidate individual small offices into a broader system to increase the speed of notifications. **Attachment 3** includes an example of a pyramid recall and alert notification roster.

3.5.2. Each unit commander/agency head will send a copy of the recall roster to each agency above them in the pyramid.

3.5.3. Units supporting task forces must ensure task force personnel are included in their recall and alert notification system. Examples include, but are not limited to, PERSCO, Mobility, Cargo Processing, Transient Alert, and Search and Recovery teams. Respective units will have rosters tailored to identify and notify such teams as necessary.

3.6. **Battle Staff Procedures:** When a pyramid recall or alert notification is directed and the Battle Staff is already formed, the Battle Staff members will initiate recall and alert notifications for their individual units.

3.7. **Training:** Unit commanders/agency chiefs must be familiar with the 30 SW operational plans or situations that require recall and alert notifications. Unit personnel must be trained on pyramid recall and alert notifications procedures. Units are authorized and encouraged to test respective procedures at the discretion of the unit commander. Unit commanders are advised to coordinate tests with 30 SW/IGI to ensure there are no conflicts with base-wide exercises already planned.

3.8. **Exercises:** Recalls will never be simulated. Wing-wide pyramid recalls and alert notifications in support of a base exercise will be coordinated through the 30 SW/CC and 30 SW/IGI. 30 SW/IGI conducts approximately four annual base-wide exercises in which the recall and/or alert notification system is tested. However, in these situations the terms "EXERCISE EXERCISE EXERCISE" will not be used. Recalls used in support of an exercise frequently require real-world actions or responses from various base personnel and units must maintain a sense of urgency.

3.9. **Dependents and Plans of Action:** Personnel with dependents must have a plan of action pre-coordinated to ensure dependents are properly cared for in the event of a recall, especially after duty hours. In the event of a recall after duty hours the 30 SVS/CC will be notified ASAP and will immediately call the Child Development Center (CDC) to coordinate immediate opening. Once the recall is initiated (recall hour), the CDC will be open within one hour. Personnel may incorporate personalized plans of action whereby leaving children with neighbors or other similar procedure, etc., vice using the CDC, but all affected personnel must have and utilize a plan of action for dependents. Personnel will not bring family members to the work place except as a last resort.

#### 4. Pyramid Recall and Alert Notification Actions:

4.1. **Recall and Alert Notifications:** The VCP will initiate notifications in accordance with **Attachment 2**. VCP controllers will relay the appropriate message as described in **Attachment 4**.

4.2. **Pyramid Recall and Alert Notification Sequence:** **Attachment 2** shows the base pyramid notification process. Unit commanders/wing staff agency chiefs must have the names and phone num-

bers of the people below them in the pyramid. Personnel responsible for initiating contact to multiple columns on the recall roster must contact the first individual in each column and relay the information verbatim. If the first person is not available, initiating caller is responsible for calling the next person in that column until actual contact is made. Answering machines are not an authorized means of contact, however leaving the information is required. Individuals not contacted must be reported as a 'no-contact' and will not be considered as 'accounted for'. Attempts to re-contact personnel must be made expeditiously until contact is made. Personnel in "other" status (TDY, Leave, hospital/quarters, shift workers, prisoner, correctional custody, etc.) must be accounted for. This precludes a break in the pyramid if an individual cannot be contacted. Unit commanders/wing staff agency chiefs must notify their subordinate commanders and other organizations as directed by this instruction as applicable.

**4.3. A and B Shifts:** For a Pyramid Recall, Six-Ring Alert (when directed by 30 SW/CC), Battle Staff/CAT Recall and Activation, both A and B Battle Staff members will report to the Battle Staff.

**4.4. Response:** Personnel will respond in accordance with the instructions provided. Unit commanders/wing staff agency chiefs and supervisors must ensure proper response and exercise discretion when shift workers are involved or when other circumstances preclude contact or reporting of personnel. Specific guidance regarding shift workers is located in AFSPCI 10-207, paragraph 2, *Alert Notification Procedures*.

## **5. Types of Notification.**

**5.1. Pyramid Recall:** Personnel will complete their pyramid recall actions. Pertinent information will be passed including recall hour. All personnel (as directed by unit commander) will report immediately to their duty section in the duty uniform. Personnel will not delay reporting for grooming, eating, etc. The first person to arrive will start a sign-in roster to log the time as each person reports to duty. The PCC and UCC's will be activated for strength reporting. Duty sections will report their strength to their respective UCC/orderly room.

**5.2. Six-Ring Alert:** Personnel will complete their pyramid notifications. All personnel will be contacted (as directed by unit commander) and remain on stand-by telephone alert until released. Personnel must be able to be contacted by telephone immediately. Personnel relying on answering machines or pagers as a means of 'contact' is strictly unauthorized. Individuals may use cellular phones in place of home or duty phones when approved and coordinated by respective unit/agency commander. Individuals using cellular phones must have the cellular number on the recall roster, and must remain in local area for immediate recall.

**5.3. Battle Staff/CAT Recall:** A general pyramid recall will not be accomplished. Battle Staff members will be recalled, to include CRC personnel, as directed by 30 SW/CC. The VCP will notify commanders/agency heads in accordance with [Attachment 2](#), including recall hour. PCC, UCC activation and strength reporting will not be accomplished unless directed by 30 SW/CC.

**5.4. Crisis Action Team (CAT) Recall:** For a CAT recall, the pyramid recall and alert notification system will not be used. The VCP will notify CAT members using the pager system.

**5.5. Pyramid Alert Notification:** Personnel will complete their pyramid notifications. All personnel will be contacted and will copy and relay all information exactly as received, including alert hour. Personnel are responsible for copying/relaying all messages.

**5.6. START Notification #1:** Personnel will complete their pyramid notifications. All VAFB personnel will be notified of the pending arrival of a Russian Strategic Arms Reduction Team (START)



arrival and their declaration to inspect VAFB facilities. Base personnel must be aware of the START Team's presence and must know not to interfere with START Team activities in any way. Personnel involved in direct support of START inspections are required to wear BDUs with BDU hat throughout their performance of START duties. This includes local escorts, START Support Staff, Vandenberg Center support detail, personnel in the inspectable areas, drivers, and baggage detail. All other personnel are to wear the appropriate uniform of the day. Key personnel will convene in the Battle Staff three hours prior to arrival of the on-site inspection team.

5.7. **START Notification #2:** Personnel will complete their pyramid notifications. All VAFB personnel will be notified of the departure of a Russian START Team.

## 6. Strength Reporting and Attainment:

6.1. **UCC/PCC/HHQ Strength Reporting Process:** Strength reporting is the process of determining the current number of personnel available to sustain the mission in response to a given situation. Strength reporting applies only to military personnel. Each unit is responsible for collecting internal strength reports and passing that information to their respective UCC's. UCC's collect all respective unit reports and pass them to the PCC. The PCC at VAFB is 30 MSS located in bldg 11777. During times requiring strength reports, 30 SW/DPMDX personnel are deployed-in-place, and are tasked with collecting strength reports. They are on call 24/7 during the operation/exercise. The reports are then sent to the VCP.

6.1.1. 1-Hour / 3-Hour Point: One hour after the recall is initiated the UCC's begin to generate initial reports for the PCC. Units have one hour (after recall hour) to provide their initial strength numbers to their UCC's. After one hour, units may call in their numbers, but must be aware that any numbers called in after one hour may not be represented in the initial report. The next report is due at the 3-hour point, which will include any numbers called in after the one-hour report. UCC's require a minimum of 15 minutes to consolidate all unit reports. This gives the UCC's time to consolidate all the numbers into one report, which is required at the PCC by 1 hour 15 minutes. However, at any time during the recall, when a unit reaches 100% strength they are required to contact their UCC to report their numbers, regardless of the timing. After the one and three-hour points, the numbers can still be called in but will not be included until the next applicable strength report.

6.1.2. 1:15 / 3:15 Point: UCC's will provide strength reports to the PCC no later than 1 hour 15 minutes, 3 hours 15 minutes and at 12-hour intervals (after recall hour) until 100% strength is achieved.

6.1.3. 1:30 / 3:30 Point: The PCC will forward consolidated strength reports to the VCP after 1 hour 30 minutes, 3 hours 30 minutes, and at 12 hour intervals until 100 percent accountability is achieved base-wide or until instructed to terminate reporting by the PCC. The VCP will forward the strength report to 30 SW/CC.

6.2. **Unit Control Centers (UCC).** All group and tenant unit commanders must designate, in writing, sufficient primary and secondary personnel to fulfill the reporting requirements for strength reporting. A copy of the written designation must be provided to 30th Mission Support Squadron/Personnel Readiness Function (30 MSS/DPMDX), bldg 11777, Room C-110, 1031 California Blvd, Vandenberg AFB CA 93437. When names are removed from UCC team listings, the names of

replacements must be submitted in writing to 30 MSS/DPMDX NLT 5 days before replacement/removal action.

6.2.1. Establishing UCC's: The following organizations must establish UCC's (or equivalent centers) to record strength figures from within their units and relay this information to the PCC:

**Table 2. UCC's**

30th Operations Group (30 OG)  
 30th Launch Control Group (30 LCG)  
 30th Mission Support Squadron (30 MSS)  
   --30 SW Staff  
   --MSG Command Staff  
   --148 SOPS  
   --Det 1 22 SOPS  
 30th Security Forces Squadron (30 SFS)  
 30th Civil Engineer Squadron (30 CES)  
 30th Logistics Readiness Squadron (30 LRS)  
   --30th Contracting Squadron  
 30th Medical Group (30 MDG)  
 381st Training Group (381 TRG)  
 595th Space Group (595 SG)

6.3. **Attainment:** Unit commanders must ensure all respective unit personnel are notified of recall or alert notification information. Examples of objectives requiring attainment are: FPCON changes, INFOCON changes, ALCON changes, recalls and alert notifications. Each unit will develop and incorporate procedures on respective recall rosters to ensure all personnel are notified.

**7. Personnel Control Center (PCC).** The Military Personnel Flight Commander is the wing POC for establishing and running a PCC and designates sufficient primary and alternate personnel to fully man the PCC during recalls, alerts and exercise alerts. The PCC is responsible for strength accountability.

7.1. **Recall Reporting Worksheet:** Units should use the recall reporting worksheet and unit's daily strength report in computing their strength data; a strength worksheet is shown at [Attachment 27](#).

7.2. **Alternate PCC:** In the event the primary PCC cannot be reached by phone, attempt to contact the alternate PCC. If there is no answer, assume a communications outage. Dispatch a runner to the primary PCC to report strength data. If the primary PCC has been destroyed or evacuated, the runner will report to the alternate PCC. During PCC relocation, PCC personnel will dispatch a runner to the VCP to report wing strength. It is the responsibility of the PCC to ensure UCC's and VCP controllers are notified of its operating location.

**8. FPCON Notifications and Attainment Reporting:** Vandenberg's Threat Working Group assesses current situations, intelligence and higher headquarters' directives and makes recommendations to the 30 SW/CC or his/her designated representative to increase/decrease FPCON levels. Additionally, higher headquarters may initiate a change in FPCON level. The 30 SW/CC will direct the base to implement the appropriate FPCON through the VCP. Group and tenant unit POC's/UCC's will collect and consolidate attainment data for their respective group/unit and report attainment to the VCP. When the Battle Staff is formed, attainment information will go from the UCCs to the Battle Staff.

**9. INFOCON Notifications and Attainment Reporting:** The Wing Information Assurance Office (WIAO) assesses current situations, potential information warfare threats and higher headquarters' directives and makes recommendations to the 30 SW/CC or his/her designated representative to increase/decrease INFOCON levels. Additionally, higher headquarters may initiate a change in INFOCON levels. The 30 SW/CC will direct the WIAO and VCP to implement the appropriate INFOCON. The WIAO will notify unit Work Group Managers (WG) to initiate INFOCON changes. Unit WM's report attainment to the WIAO. The WIAO reports wing attainment to the VCP.

**10. ALCON Notifications and Attainment Reporting:** Following certain alcohol-related incidents involving Vandenberg AFB personnel, the 30 SW/CC or his/her designated representative may direct an increase in the base ALCON level through the VCP. Group and tenant unit POC's/UCC's will collect and consolidate attainment data for their respective group/unit and report attainment to the VCP as required.

#### **11. Tenant Unit/Contractor Notifications:**

11.1. With the high degree of contractor and tenant cooperation required to accomplish Vandenberg's mission, it is incumbent upon program managers, contracting officers, customers and building managers to ensure that tenant units and contractors are aware of Vandenberg's current FPCON, INFOCON and ALCON status. Additionally, they must be informed of any emergency/disaster situation or general advisory affecting Vandenberg AFB. Additional notification responsibilities are outlined in [Attachment 30](#). The Vice Wing/Group Commanders will ensure notifications are made as applicable.

11.2. **Emergency Response:** Although primary responsibility for reporting events and incidents rests with the VCP and other 24 hour operations centers, it is everyone's responsibility to ensure that emergency response elements and the command chain are informed of significant events. [Attachment 29](#) contains significant events that must be reported to the VCP. If there is a question, report the incident. Do not delay emergency notifications.

#### **12. Loss of Communication:**

12.1. **Impaired Communications:** When a recall or alert notification is initiated and base communications are impaired, the VCP will attempt to contact the Security Forces Command Center (SFCC) by any means available and request their assistance in implementing the pyramid recall and alert notification. The SFCC will dispatch a patrol to notify the wing and group commanders.

12.2. **Communications Outage:** Each unit will develop recall and alert notification procedures to use in case of a communications outage.

12.2.1. Comm-out pyramid recall rosters should be logically grouped into geographic areas to enhance prompt contact. When possible, on-base personnel should be contacted first, then expand

notifications to the surrounding communities. The “comm-out” pyramid roster should be realistic and well thought out, not simply a copy of the telephone recall roster.

### 13. Disaster Notifications and Use of the Secondary Crash Network (SCN):

13.1. **Secondary Crash Net (SCN)** is a direct-line telephone notification system used for base emergencies. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps. Only use the SCN to relay information critical to aircraft and airfield operations (e.g., hazardous weather warnings, in-flight emergencies (IFEs), ground emergencies (GEs), Force Protection Condition (FPCON) levels, DCG activations/recalls, bomb threats or terrorist activities).

13.2. AFI 13-213, Airfield Management, governs the structure and use for the SCN. The 30 OSS/OSA, Airfield Operations Flight, is the OPR for the SCN. During airfield operating hours, Airfield Management Operations (AMOPS) activates the SCN for those situations initiated by the Primary Crash Network.

13.2.1. AFSPC has granted a waiver authorizing the VCP to act as an activating agency for the SCN based on the Vandenberg AFB mission and considering 30 OSS/OSA is not a 24-hour work center. The VCP has sole authority to activate the SCN when AMOPS is closed.

13.2.2. The AFSPC waiver authorizes the VCP to use the SCN for the following notifications: Disaster Alerts, Disaster Control Group Activation/Recall/Deactivation, Aircraft In-flight and Ground Emergencies (during airfield non-duty hours), potential/actual disasters on or off base, declarations of Covered Wagon, FPCON implementations and Toxic/Operations hazard forecasts.

13.2.3. If an activating agency's equipment is inoperable, the other agency should be requested to initiate the net. AMOPS has the authority to interrupt or preempt other usage of the SCN should an aircraft emergency occur.

13.3. Personnel on-duty in each unit/agency equipped with SCN should immediately answer the SCN telephone. This telephone has priority over all other non-emergency telephone calls.

13.3.1. Agencies will remain on the line until released by the VCP or AMOPS. After the second transmission of the message, the VCP or AMOPS will release those stations in receipt of a complete message. Stations having questions will remain on the line and ask questions after all agencies have been polled.

13.3.2. Upon receipt of a SCN notification, agencies will accomplish required actions as directed.

13.3.3. SCN agencies will place a copy of the SCN procedures contained in [Attachment 5](#) and [Attachment 6](#) near the SCN instrument for quick reference.

13.3.4. Use of unformatted instructions must be consistent with the intent of AFI 13-213 and the HQ AFSPC waiver. Placing the Disaster Control Group (DCG) on standby for an operational requirement is authorized.

13.3.5. Message Formats and Checklists Procedures. Message formats are provided in [Attachment 7](#) to [Attachment 24](#). Agencies will use these message formats for receiving a SCN message.

13.4. **Disaster Alert:** The VCP or AMOPS will activate the SCN to alert disaster response forces of disasters or emergencies that require response per AFI 32-4001, Disaster Preparedness Planning and Operations. Disaster alerts may require immediate recall and activation of base disaster response forces.

13.5. **Alert Sirens:** Sirens warn people of an impending attack or an imminent peacetime emergency. Standard siren signals are defined in AFI 10-2501, Full Spectrum Threat Response. Units will respond to sirens as directed in 30 SW OPLAN 32-1, Disaster Preparedness Operations Plan. The VCP tests the alert sirens every Friday at 1200 local. During these tests, the VCP coordinates with SFCC and facilities close to the sirens in advance so patrols and personnel in the facilities can monitor selected sirens and report results to the VCP.

**14. Shelter management:** Shelter management teams assume strength reporting in the event the "Take Shelter" signal is given. Reports are made directly to the Battle Staff as outlined in 30 SW OPLAN 32-1, Disaster Preparedness Operations Plan.

**15. Procedures for the Recall of Personnel from Leave and TDY:**

15.1. **Recall of Personnel from Leave/TDY:** Recall lists are prepared by each unit commander. Sample message and letters are shown in [Attachment 25](#) - [Attachment 27](#).

15.1.1. Recall Messages: The PCC is the sole agency to transmit recall messages for personnel on leave, TDY, etc. Recall messages and lists must be accomplished as soon as possible, but not later than reference hour plus 2:45. Recall messages and lists are dispatched to the PCC or the alternate PCC for personnel on leave, TDY, in travel status outside the local area (such as VAFB, Lompoc, Santa Maria, and Orcutt) and duty status other than present for duty. Personnel within the local area are recalled by telephone or by runner from their unit of assignment.

**16. 14th AF:**

16.1. The VCP will notify the Space AOC for any recalls and the reason for the recall.

16.2. The VCP will support/conduct recalls for the 14 AF/CC or designated alternate when directed.

16.3. 14 AF units will provide the VCP with recall rosters by the 5th of every month.

**17. Strategic Arms Reduction Treaty:**

17.1. 30 SW is subject to Russian compliance inspections that occur approximately twice a year. VAFB supports these inspections by developing and maintaining teams and procedures to meet, house, monitor, transport, and support the Russian START Inspection Team (SIT) and the US Defense Threat Reduction Agency (DTRA) team. All Vandenberg personnel, military and civilian, will be informed via alert notification of the START team arrival. VAFB personnel must know of the team on base and must be aware to avoid the team and associated DTRA and escort personnel during the inspection. The START team will make trips to the BX and other facilities and all personnel are instructed to remain alert and remain out of contact from the inspectors. A specifically trained DTRA team will be with the Russian team at all times. VAFB escorts are called upon to act as liaisons between the DTRA team and VAFB and are the only VAFB personnel authorized to remain within close proximity of the Russian START team.

FRANK GALLEGOS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-213, *Airfield Management*

AFI 10-2501, *Full Spectrum Threat Response*

AFI 33-332, *Air Force Privacy Act Program*

AFSPCI 10-101, *Battle Staff Operations*

AFSPCI 10-210, *Operations Centers (Command Post) Policies and Procedures*

AFSPCI 10-207, *AFSPC Alert Notification Procedures*

30 SWI 10-114, *Contingency Staff Operations*

30 SW OPLAN 32-1, *Disaster Preparedness Operations Plan*

30 SW OPLAN 31-101, *Installation Security Plan*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFSPC**—Air Force Space Command

**BS/CC**—Battle Staff Commander

**CA**—California

**CAT**—Crisis Action Team

**CDC**—Child Development Center

**CSS**—Contingency Support Staff

**DCG**—Disaster Control Group

**DTRA**—Defense Threat Reduction Agency

**E.O.**—Executive Order

**MPF**—Military Personnel Flight

**NAF**—Numbered Air Force

**OPLAN**—Operations Plan

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**PERSCO**—Personnel Support for Contingency Operations

**PCC**—Personnel Control Center

**SCN**—Secondary Crash Net

**SFCC**—Security Forces Command Center

**SR**—Air Force Space Command Regulation

**START**—Strategic Arms Reduction Treaty

**TDY**—Temporary Duty

**UCC**—Unit Control Center

**USC**—United States Code

**VAFB**—Vandenberg Air Force Base

**VCP**—Vandenberg Command Post (Base Command Post, 6-6911)

**VICTER**—Vandenberg Integrated Communications Telephonic Evacuation Routes

**WIAO**—Wing Information Assurance Officer

### *Terms*

**Air Force Space Command Alert**—This is the notification and/or recalling of people for actual AFSPC alert.

**ALCON**—Alcohol condition Alpha, Bravo, Charlie, Delta as applied to VAFB personnel.

**AFSPC Alert Exercise**—This is the notification and/or recalling of people for an AFSPC or 30 SW directed exercise.

**Attainment**—The status a unit achieves after completing the actions or procedures set fourth by the unit commander. I.E.: FPCON, INFOCON, or ALCON changes, recalls, and alert notifications.

**Battle Staff**—A group composed of the wing commander and senior staff implementing wartime and disaster operation plans.

**Battle Staff Recall**—The assembly of the 30th Space Wing Battle Staff at the VCP.

**CAT (Crisis Action Team)** —Group comprised of wing commander or designated representative and certain members of the senior staff assembled (based on CAT level) to respond to and help resolve contingencies.

**CDC (Child Development Center)** —Vandenberg child day-car center, open Monday through Friday 0630-1730

**Communications Test of the Pyramid Notification System**—A telephonic test of the pyramid alert procedures.

**Comm-out**—Communication impairment causing one or more systems to be non-operational requiring alternate methods of pyramid alerting.

**Contact**—Actually talking to a live person in relaying information or recall actions. Answering machines do not constitute contact.

**Disaster Alert**—Notification and/or recalling of Disaster Response Force members for a disaster, potential disaster, or exercise.

**DCG (Disaster Control Group)**—The on-scene Disaster Response Force element at a major accident or natural disaster providing command and control under the direction of the On Scene Commander (OSC).

The OSC is the 30 MSG/CC or designated representative.

**DTRA (Defense Threat Reduction Agency)**—Team of US Joint-service personnel that travel with, and are specifically trained for contact with, the Russian START Team personnel as they perform their inspections.

**DMS (Defense Messaging System)**—Message program used to electronically transmit messages.

**FPCON (Force Protection Condition)**—Force protection, Alpha, Bravo, Charlie, Delta, designated by 30 SW/CC.

**INFOCON (Information Condition)**—Information condition, Alpha, Bravo, Charlie, Delta based on a threat of a COMSEC incident or a security incident.

**NUDET (Nuclear Detonation) Advisory**—Nuclear Detonation Advisory.

**Non-AFSPC Alert**—This is the notification and/or recall of tenant and non-AFSPC units when their higher headquarters directs alert.

**Non-AFSPC Alert Exercise**—This is the notification and/or recall of tenant and non-AFSPC units when their higher headquarters directs exercise alert.

**Recall Hour**—The local time the recall is initiated.

**START (Strategic Arms Reduction Treaty)**—Russian compliance inspection Team that visits VAFB approximately twice a year.

**Strength Reporting**—The process of recording and reporting the total number of personnel available to react to subject recall. This process takes into account personnel on leave, TDY, or crew rest.

**UCC (Unit Consolidation Center)**—Office designated by each squadron/group for disseminating critical information to that group. The UCC is also responsible for strength reporting and unit accountability.

**VCP (Vandenberg Command Post)**—Formerly known as the Command Post, provides command and control for the 14th Air Force and 30th Space Wing Commanders, senior staff and tenant organization commanders on base. The VCP is located in Bldg 10577, Room B-204.

**VICTER SYSTEM (Vandenberg Integrated Communication Telephonic Evacuation Route)**—A conferencing system used to rapidly notify personnel located in isolated areas on Vandenberg AFB to evacuate during emergencies. Activation is through the VCP.



**Attachment 2****PYRAMID RECALL AND ALERT NOTIFICATION PROCESS**

**A2.1.** The Vandenberg Command Post will notify the following agencies:

- a. 30 SW/CC
- b. 30 SW/CV
- c. SPACEAF AOC
- d. 30 OG/CC
- e. 30 MDG/CC
- f. 30 MSG/CC
- g. 30 LCG/CC
- h. Security Forces Control Center (SFCC)
- i. Medical Readiness (30 MDG)
- j. 576 FLTS/TMOO (MMOC)
- k. 381 TRG/CC (AETC)
- l. Det 1, 22 SOPS
- m. 30 SW/CCE
- n. 30 SW/CCC
- o. 30 SW/CCT
- p. 10577 Building Custodian
- q. OSI
- r. 30 SVS/CC

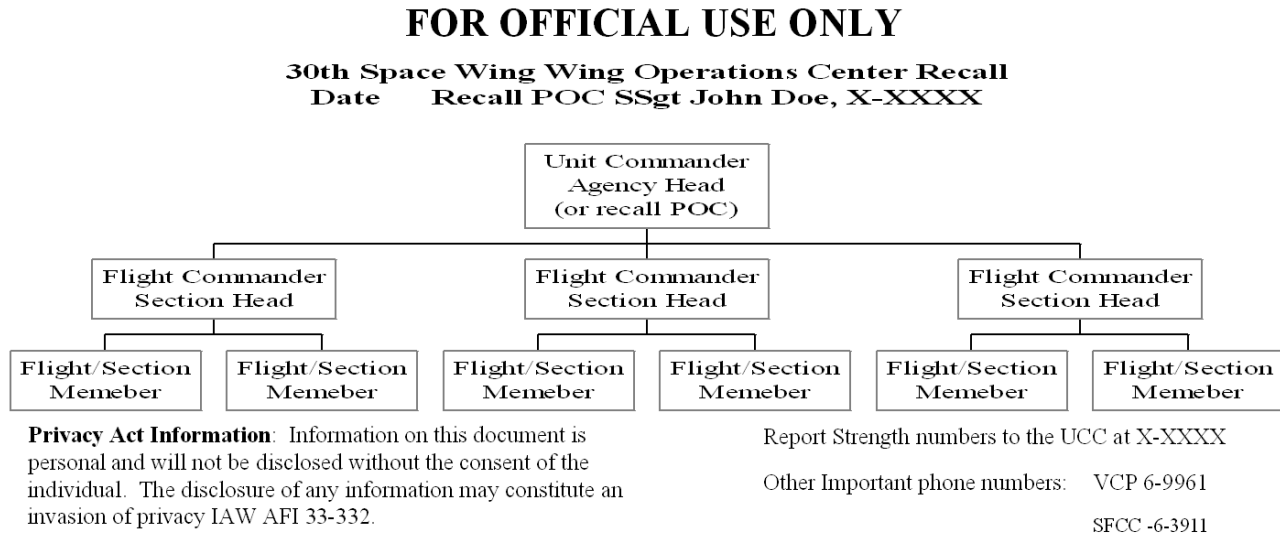
**A2.2.** In addition to their assigned units, there are additional agencies and contractors needed to be contacted based on each situation. The Group Commander will determine if a notification is required. See [Attachment 30](#) for notification responsibilities.

## Attachment 3

## RECALL AND ALERT NOTIFICATION ROSTER INSTRUCTIONS

**A3.1.** This attachment may be used as an example for roster construction.

**Figure A3.1.**



**FOR OFFICIAL USE ONLY**

**A3.2.** Branches can extend sideways at any level, indicating another notification such as a Unit Executive Officer or a follow-on organization notification. If the base notifications flow chart indicates such a follow-on notification requirement, it is recommended that the Unit commanders/agency heads make the call so that timely notification is ensured. Pertinent information such as home telephone numbers and addresses must be included.

**A3.3.** The individuals responsible for reporting information to UCC's should be identified as well as the telephone number of the appropriate UCC.

**A3.4.** The reverse of this form must contain alert/recall information and the standard statements found in [Attachment 4](#) of this instruction.

**A3.5.** Alert/recall notification procedures for "comm-out" should include street addresses and be configured in a logical order to prevent needless travel.

**A3.6.** Unit alert/recall notification rosters will be updated no later than the fifth day of each month and sent to the following:

Each member of the unit

Any follow-on units that require notification

Vandenberg Command Post (VCP)

**Attachment 4****PYRAMID NOTIFICATION PROCEDURES****General Instructions:**

**A4.1.** Keep a copy of this roster readily available at all times.

**A4.2.** Relay all information exactly as received. Verify the information to the caller by repeating it.

**A4.3.** Upon notification, contact the next person(s) on the roster. **You must talk to the individual!** Leaving a message with another person or on an answering machine/voice mail does NOT constitute contact with that person. If you are unable to contact the next person(s), you are responsible for making their notifications.

**A4.4.** **BOLD** information is required to be passed from caller to caller.

**RECALL:** “**This is a Pyramid Recall. Recall Hour is \_\_\_\_\_. Report to duty immediately.**”

**Required Actions:**

Complete your pyramid notifications.

Report to your duty section immediately in uniform. Do not delay for grooming/meals.

Strength Reporting is REQUIRED.

All BS/UCC members report to BS/UCC immediately.

Note: Child Care Facilities will open NLT Recall Hour plus 1 hour.

**SIX-RING ALERT:** “**This is a Six-Ring Alert notification. Remain on telephone standby until released.**”

**Required Actions:**

Complete your pyramid notifications.

**BATTLE STAFF RECALL:** “**This is a Battle Staff Recall. Report to the Battle Staff at \_\_\_\_\_. ”**

**Required Actions:**

BS CAT/CRC and UCC members report to BS/UCC.

**CAT ACTIVATION:** “**This is a Crisis Action Team Activation. Report to the Battle Staff at \_\_\_\_\_. ”**

**Required Actions:**

All notified CAT/CRC members report to the BS at the designated time.

**ALERT NOTIFICATION:** “This is an Alert Notification. Prepare to copy (Instructions passed).”

Required Actions:

- 1) Complete your pyramid notifications.
- 2) Follow instructions contained within the notification.

**A4.5.** For START notifications, all personnel with START responsibilities will follow their time line of actions and reporting by START Compliance Plan, Annex U.

**START NOTIFICATION #1:** “This is START Notification #1. The inspection team’s estimated time of arrival is \_\_\_\_\_ (date) at \_\_\_\_\_ (local time).”

Required Actions:

Complete your pyramid notifications.

MSG/CC Ready Review will be four hours prior to team arrival.

Wing Ready Review is three hours prior to team arrival in the BS.

Personnel in direct support will wear BDU/BDU caps.

**START NOTIFICATION #2:** “This is START Notification #2. The on-site inspection team has departed Vandenberg.”

Required Actions:

- 1) Complete your pyramid notifications.
- 2) Return to normal operations.

**Attachment 5****SECONDARY CRASH NET NOTIFICATION CHART  
COPY AND PLACE NEAR SCN INSTRUMENT FOR USE BY ALL SUBSCRIBERS**

**A5.1.** The Vandenberg Command Post/Airfield Management Operations will notify the following agencies via the SCN:

VCP (24 Hours)

AMOPS (Duty Hours)

Medical Readiness (Duty Hours)

FD (24 Hours)

CE Readiness (Duty Hours)

NCC (24 Hours)

WS (Duty Hours)

SFCC (24 Hours)

576 FLTS/TMO (MMOC) (24 Hours)

DCC (24 Hours)

PA (Duty Hours)

RODO (Duty Hours)

76 HF (Duty Hours)

Safety (Duty Hours)

SVS (Duty Hours)

Fuels (Duty Hours)

**A5.2.** In addition to assigned units, the following agencies will make the following secondary notifications:

FD will notify Ambulance Service (when not on the SCN)

576 FLTS/TMOO (MOCC) will notify 30 LRS/LGRDC

30 CES/DCC will notify:

- (1) 30 CES/CEX
- (2) 30 CES/CEVC
- (3) 30 CES/CED

30th Security Forces will notify:

- (1) 30 SW/HC
- (2) 30 SW/JA
- (3) 30 SW/SE (when not on SCN)
- (4) 30 SW/PA (when not on SCN)

30 SCS will notify Video/Still documentation teams

**Attachment 6**

**SECONDARY CRASH NET PROCEDURES**

**COPY AND PLACE NEAR SCN INSTRUMENT FOR USE BY ALL SUBSCRIBERS**

Because of the importance and time-sensitive nature of information that is passed on the SCN, all users will follow these procedures:

- A6.1.** Answer the SCN as quickly as possible so information can be passed as quickly as possible.
- A6.2.** Do not use press-to-talk button on the phone unless you want to talk. Pressing the button while listening allows outside noise to enter the net, thus reducing its quality.
- A6.3.** Do not talk or ask questions on the net until all stations are polled.
- A6.4.** Remain on the net until released by the controlling station. When directed to release by the controlling station, hang up phone unless you have questions.
- A6.5.** Once you hang up the SCN phone, you cannot pick it up and regain access to the net. Your phone will remain dead until the net is re-initiated.

**Attachment 7****SECONDARY CRASH NET ALERT MESSAGE FORMAT  
AIRCRAFT EMERGENCY****ALERT MESSAGE NUMBER 1**

THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). PREPARE TO COPY **ALERT MESSAGE NUMBER 1**.

1. THIS IS AN AIRCRAFT **IN-FLIGHT** **GROUND** EMERGENCY.

2. CALL SIGN \_\_\_\_\_

3. TYPE OF AIRCRAFT \_\_\_\_\_

4. NATURE OF EMERGENCY \_\_\_\_\_

5. ETA \_\_\_\_\_

6. FUEL ON BOARD \_\_\_\_\_

7. SOULS ON BOARD \_\_\_\_\_

8. RUNWAY \_\_\_\_\_

9. CURRENT WINDS \_\_\_\_\_

10. TYPE OF CARGO \_\_\_\_\_

11. NET EXPLOSIVE WT \_\_\_\_\_

12. LOCATION/GRID COORDINATES \_\_\_\_\_

13. ENTRY CONTROL POINT \_\_\_\_\_

14. REMARKS \_\_\_\_\_

15. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN...



**Attachment 8****SECONDARY CRASH NET ALERT MESSAGE FORMAT  
POTENTIAL/ACTUAL DISASTER****ALERT MESSAGE NUMBER 2**

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 2.

1. THERE IS A **POTENTIAL / ACTUAL DISASTER** **ON BASE / OFF BASE.**

2. LOCATION \_\_\_\_\_

3. GRID COORD

4. DESCRIPTION

5. NUCLEAR WEAPON

6. TOXIC PROPELLANTS/AGENTS

7. SURFACE WINDS \_\_\_\_\_ DEGREES AT \_\_\_\_\_ KNOTS. AZIMUTH  
DEGREES (CLOCKWISE) TO \_\_\_\_\_ DEGREES. DISTANCE \_\_\_\_\_ FT.

8. INJURIES

9. REMARKS:

10. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN...

**Attachment 9****SECONDARY CRASH NET ALERT FORMAT  
MISSILE POTENTIAL HAZARD****ALERT MESSAGE NUMBER 3**

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY **ALERT MESSAGE NUMBER 3**. THIS IS A MISSILE POTENTIAL HAZARD.

1. LOCATION \_\_\_\_\_

2. GRID COORD \_\_\_\_\_

3. DESCRIPTION \_\_\_\_\_

4. NUCLEAR WEAPON \_\_\_\_\_

5. TOXIC PROPELLANTS/AGENTS \_\_\_\_\_

6. SURFACE WINDS \_\_\_\_\_

7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN...

**Attachment 10**

**SECONDARY CRASH NET ALERT MESSAGE FORMAT  
COVERED WAGON**

**ALERT MESSAGE NUMBER 4**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 4.**

1. A COVERED WAGON HAS BEEN DECLARED. \_\_\_\_\_

2. NATURE OF SABOTAGE ACT(S): \_\_\_\_\_

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3. FPCON: **ALPHA BRAVO CHARLIE DELTA** HAS BEEN  
IMPLEMENTED

SECURE YOUR AREA.

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE  
WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN ...

***TERMS:***

**FPCON ALPHA**-GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

**FPCON BRAVO**-INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

**FPCON CHARLIE**-TERRORIST ACTION IS IMMINENT

**FPCON DELTA**-TERRORIST ATTACK HAS OCCURRED

**Attachment 11**

**SECONDARY CRASH NET ALERT MESSAGE FORMAT  
FPCON IMPLEMENTATION**

**ALERT MESSAGE NUMBER 5**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 5.**

1. \_\_\_\_\_HAS IMPLEMENTED  
(DECLARING AUTHORITY)

FPCON:           **ALPHA      BRAVO      CHARLIE      DELTA**

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN. . .

***TERMS:***

**FPCON ALPHA**-GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

**FPCON BRAVO**-INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

**FPCON CHARLIE**-TERRORIST ACTION IS IMMINENT

**FPCON DELTA**-TERRORIST ATTACK HAS OCCURRED

**Attachment 12****SECONDARY CRASH NET ALERT MESSAGE FORMAT  
ACTUAL ATTACK WARNING****ALERT MESSAGE NUMBER 6**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 6.**

1. THIS IS AN ACTUAL ATTACK WARNING.
2. ALL PERSONNEL NOT IN SHELTERS, TAKE SHELTER IMMEDIATELY. PASS TO ALL PERSONNEL.
3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN...

**Attachment 13**

**SECONDARY CRASH NET ALERT MESSAGE FORMAT  
ACTUAL NUCLEAR DETONATION (NUDET) ADVISORY**

**ALERT MESSAGE NUMBER 7**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 7.**

1. THIS IS AN ACTUAL NUDET ADVISORY.

2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:

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3. SITUATION: \_\_\_\_\_

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4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN ...

**Attachment 14****SECONDARY CRASH NET ALERT MESSAGE FORMAT  
UNFORMATTED INSTRUCTIONS****ALERT MESSAGE NUMBER 8**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 8.**

1. PERTINENT INFORMATION AS FOLLOWS: \_\_\_\_\_

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2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN ...



**Attachment 15****SECONDARY CRASH NET ALERT MESSAGE FORMAT  
OPERATIONAL HAZARD CORRIDOR FORECAST****ALERT MESSAGE 9**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY ALERT MESSAGE NUMBER 9.**

1. THIS IS AN ACTUAL (TOXIC) (OPERATIONAL) HAZARD CORRIDOR FORECAST.

ITEM 1 \_\_\_\_\_  
LOCATION

ITEM 2 \_\_\_\_\_  
VALID TIME LOCAL

ITEM 3 WINDS FROM: \_\_\_\_\_ DEGREES AT \_\_\_\_\_ KNOTS

ITEM 4 \_\_\_\_\_ AZIMUTH (CLOCKWISE)

ITEM 5 \_\_\_\_\_  
TOXIC PROPELLANT/AGENT

ITEM 6 \_\_\_\_\_  
ACTUAL/POTENTIAL WETTED AREA AND/OR ACTUAL/POTENTIAL FLOW RATE

ITEM 7 \_\_\_\_\_  
DISTANCE IN FEET

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

I SAY AGAIN ...

**Attachment 16****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
AIRCRAFT EMERGENCY EXERCISE****EXERCISE MESSAGE ALPHA****EXERCISE, EXERCISE, EXERCISE**

THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). **PREPARE TO COPY EXERCISE MESSAGE ALPHA.**

1. THIS IS AN AIRCRAFT EXERCISE **IN-FLIGHT** **GROUND** EMERGENCY.

2. CALL SIGN \_\_\_\_\_

3. TYPE OF AIRCRAFT \_\_\_\_\_

4. NATURE OF EMERGENCY \_\_\_\_\_

5. ETA \_\_\_\_\_

6. FUEL ON BOARD \_\_\_\_\_

7. SOULS ON BOARD \_\_\_\_\_

8. RUNWAY \_\_\_\_\_

9. CURRENT WINDS \_\_\_\_\_

10. TYPE OF CARGO \_\_\_\_\_

11. NET EXPLOSIVE WT \_\_\_\_\_

12. LOCATION/GRID COORDINATES \_\_\_\_\_

13. ENTRY CONTROL POINT \_\_\_\_\_

14. REMARKS \_\_\_\_\_

ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

15. THIS IS AN EXERCISE.

I SAY AGAIN...

**Attachment 17****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
POTENTIAL/ACTUAL DISASTER EXERCISE****EXERCISE MESSAGE BRAVO****EXERCISE, EXERCISE, EXERCISE**

THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). **PREPARE TO COPY EXERCISE MESSAGE BRAVO.**

1. THIS IS AN EXERCISE **POTENTIAL / ACTUAL DISASTER** **ON BASE / OFF BASE**

2. LOCATION \_\_\_\_\_

3. GRID COORD \_\_\_\_\_

4. DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

5. NUCLEAR WEAPON \_\_\_\_\_

6. TOXIC PROPELLANTS/AGENTS \_\_\_\_\_

7. SURFACE WINDS \_\_\_\_\_ DEGREES AT \_\_\_\_\_ KNOTS. AZIMUTH \_\_\_\_\_

DEGREES (CLOCKWISE) TO \_\_\_\_\_ DEGREES. DISTANCE \_\_\_\_\_ FT.

8. INJURIES \_\_\_\_\_

9. THE BATTLE STAFF:

10. REMARKS:

\_\_\_\_\_

11. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

12. THIS IS AN EXERCISE.

I SAY AGAIN...

**Attachment 18****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
MISSILE POTENTIAL HAZARD EXERCISE****EXERCISE MESSAGE CHARLIE****EXERCISE,****EXERCISE,****EXERCISE**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY EXERCISE MESSAGE CHARLIE.** THIS IS A MISSILE POTENTIAL HAZARD EXERCISE.

1. LOCATION \_\_\_\_\_

2. GRID COORD \_\_\_\_\_

3. DESCRIPTION \_\_\_\_\_

4. NUCLEAR WEAPON \_\_\_\_\_

5. TOXIC PROPELLANTS/AGENTS \_\_\_\_\_

6. SURFACE WINDS \_\_\_\_\_

7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

8. THIS IS AN EXERCISE.

I SAY AGAIN ...

**Attachment 19**

**SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE COVERED WAGON**

**EXERCISE MESSAGE DELTA**

**EXERCISE,**

**EXERCISE,**

**EXERCISE**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY EXERCISE MESSAGE DELTA.**

1. AN EXERCISE COVERED WAGON HAS BEEN DECLARED.

2. NATURE OF SABOTAGE ACT(S) \_\_\_\_\_

3. FPCON **ALPHA** **BRAVO** **CHARLIE** **DELTA** HAS BEEN IMPLEMENTED.

SECURE YOUR AREA.

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

5. THIS IS AN EXERCISE.

I SAY AGAIN . . .

***TERMS:***

**FPCON ALPHA-** GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

**FPCON BRAVO-** INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

**FPCON CHARLIE-** TERRORIST ACTION IS IMMINENT

**FPCON DELTA-** TERRORIST ATTACK HAS OCCURRED

**Attachment 20****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE FPCON IMPLEMENTATION****EXERCISE MESSAGE ECHO****EXERCISE,****EXERCISE,****EXERCISE**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY EXERCISE MESSAGE ECHO.**

1. \_\_\_\_\_ IMPLEMENTED  
EXERCISE

(DECLARING AUTHORITY)

FPCON:            **ALPHA**            **BRAVO**            **CHARLIE**            **DELTA**

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

3. THIS IS AN EXERCISE.

I SAY AGAIN . . .

***TERMS:***

**FPCON ALPHA**-GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

**FPCON BRAVO**-INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

**FPCON CHARLIE**-TERRORIST ACTION IS IMMINENT

**FPCON DELTA**-TERRORIST ATTACK HAS OCCURRED

**Attachment 21**

**SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE ATTACK WARNING**

**EXERCISE MESSAGE FOXTROT**

**EXERCISE,**

**EXERCISE,**

**EXERCISE**

**THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE MESSAGE  
FOXTROT.**

1. THIS IS AN EXERCISE ATTACK WARNING.

2. ALL PERSONNEL NOT IN SHELTERS, **SIMULATE TAKING / TAKE** SHELTERS IMMEDIATELY. PASS TO ALL PERSONNEL.

3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

4. THIS IS AN EXERCISE.

I SAY AGAIN ...

**Attachment 22****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE NUCLEAR DETONATION (NUDET) ADVISORY****EXERCISE MESSAGE GOLF****EXERCISE,****EXERCISE,****EXERCISE**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY EXERCISE MESSAGE GOLF.**

1. THIS IS AN EXERCISE NUDET ADVISORY.

2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:

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3. SITUATION: \_\_\_\_\_

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4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

5. THIS IS AN EXERCISE.

I SAY AGAIN ...



**Attachment 23**

**SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE UNFORMATTED INSTRUCTION**

**EXERCISE MESSAGE HOTEL**

**EXERCISE,**

**EXERCISE,**

**EXERCISE**

**THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE MESSAGE HOTEL.**

1. PERTINENT INFORMATION AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

3. THIS IS AN EXERCISE.

I SAY AGAIN...

**Attachment 24****SECONDARY CRASH NET ALERT EXERCISE FORMAT  
EXERCISE OPERATIONAL HAZARD CORRIDOR FORECAST****EXERCISE MESSAGE INDIA****EXERCISE,****EXERCISE,****EXERCISE**

THIS IS THE VANDENBERG COMMAND POST. **PREPARE TO COPY EXERCISE MESSAGE INDIA.**

1. THIS IS AN EXERCISE (TOXIC) (OPERATIONAL) HAZARD CORRIDOR FORECAST.

ITEM 1 \_\_\_\_\_  
LOCATION

ITEM 2 \_\_\_\_\_  
VALID TIME (LOCAL)

ITEM 3 WINDS FROM: \_\_\_\_\_ DEGREES AT \_\_\_\_\_ KNOTS

ITEM 4 \_\_\_\_\_ AZIMUTH (CLOCKWISE)

ITEM 5 \_\_\_\_\_  
TOXIC PROPELLANT/AGENT

ITEM 6 \_\_\_\_\_  
ACTUAL/POTENTIAL WETTED AREA AND/OR ACTUAL/POTENTIAL FLOW RATE

ITEM 7 \_\_\_\_\_  
DISTANCE IN FEET

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, [Attachment 5](#).

3. THIS IS AN EXERCISE.

I SAY AGAIN ...

## Attachment 25

## SAMPLE DEFENSE MESSAGING SYSTEM MESSAGE FORMAT

From: <mailto:30mss.cc@vandenberg.af.mil>

To: <mailto:335trs.cc@keesler.af.mil>; <mailto:336trs.cc@fairchild.af.mil>

1. THE FOLLOWING INDIVIDUALS IDENTIFIED BELOW ARE TDY TO YOUR DUTY STATION FROM

THE 30th MISSION SUPPORT SQ AND ARE RECALLED FROM TDY IMMEDIATELY:

RANK	NAME	TDY UNIT	ORDER NO
SRA	SMITH, JANE L.	335 TRS, KEESLER AFB, MS	TC-222

ATTENDING PERSONNEL APPRENTICE

COURSE

CAPT	DOE, JOHN D.	336 TRS, FAIRCHILD AFB, WA	TC-226
------	--------------	----------------------------	--------

ATTENDING WATER SURVIVAL COURSE

2. MEMBERS ARE REQUIRED TO RETURN BY THE MOST EXPEDITIOUS MEANS AVAILABLE.

3. 30 MSS/CSS POC IS 1LT JOHNSON, DSN: 276-6666.

DAVE L. SMITH, MSgt, USAF  
Superintendent, 30 MSS/CSS

## Attachment 26

## RECALL LETTER FOR PERSONNEL ON LEAVE, PASS OR HOSPITALIZED

DEPARTMENT OF THE AIR FORCE  
30TH SPACE WING (AFSPC)

MEMORANDUM FOR 30 MSS/DPMDX

FROM: 30 MSS/CSS

SUBJECT: Recall Hour + 2:45 Listing of Personnel on Leave, Pass or Hospitalized

1. The following personnel are on pass in the local area:

<u>RANK</u>	<u>NAME</u>	<u>SSAN</u>
Capt	Smith, John J.	123-45-6789
MSgt	Rosin, Amy J.	111-22-3333

2. The following personnel are on leave:

<u>RANK</u>	<u>NAME</u>	<u>SSAN</u>
SrA	Brown, Scott K.	222-33-4444

3. We understand it's our responsibility for contacting all personnel on leave or pass should we be directed to recall them to duty by higher headquarters.

4. The following personnel are hospitalized and/or not available for recall:

<u>RANK</u>	<u>NAME</u>	<u>SSAN</u>
SSgt	McManus, Alber J.	444-44-5555

COMMANDER'S NAME, Rank, USAF  
Commander

## Attachment 27

## RECALL LETTER FOR PERSONNEL IN SUPPORT OF ACTUAL CONTINGENCIES

DEPARTMENT OF THE AIR FORCE  
30TH SPACE WING (AFSPC)

MEMORANDUM FOR 30 MSS/DPMDX

FROM: 30 MSS/CSS

SUBJECT: Recall Hour + 2:45 Listing of Personnel in Support of Actual Contingencies

1. The following personnel are currently deployed from the 30 Mission Support Squadron in support of actual contingency operations:

<u>RANK</u>	<u>NAME</u>	<u>SSAN</u>
Major	Robles, Elisa	123-45-6789
TSgt	Leach, Robert K.	111-22-3333

2. These members will not be recalled to duty; however, could be subject to re-deployment from their current locations at the direction of higher headquarters.

COMMANDER'S NAME, Rank, USAF  
Commander

## Attachment 28

## SAMPLE RECALL STRENGTH WORKSHEET

Table A28.1. 30 SW Recall Strength Worksheet

Squadron:

POC:

Phone:

Date:

Time (local):

Reference Hour:

30 MDG
1-Dec-02
0615
Recall hour + 1:15/3:15/12 (local)

		PDS Strength:	
1.	Enter the <b>Total</b> number of military <b>Personnel Assigned</b> (This is you unit's total strength):		147
2.	Enter the number of personnel <b>Present For Duty</b> :		63
3.	Enter the number of personnel on <b>TDY</b> :	+	10
4.	Enter the number of personnel on <b>Leave</b> :	+	16
5.	Enter the number of personnel on <b>Quarters/Hospital</b> :	+	0
6.	Enter the number of personnel in <b>Other Status</b> : (Included here are personnel who have been notified but not required to report for duty --i.e.: crew/shift workers, prisoner, correctional custody):	+	0
7.	Total Number of <b>Personnel Accounted For</b> : (this is the sum of blocks 2-6 above)	=	89
8.	Total Number of personnel still <b>Unaccounted For</b> : (This is the difference between the number of personnel assigned (block 1) and personnel accounted for (block 7).	?	58
9.	<b>Percentage</b> of personnel Accounted For: (This is the total number of personnel accounted for (block 7) <i>divided by</i> the total number of personnel assigned (block 1))	%	60.54%
10.	Personnel Accountability <b>Error</b> : (This indicates any discrepancy between the Total number of personnel assigned (block 1) & the total number of personnel accounted for (block 7). Regardless the status of personnel, the total number of personnel accounted for (block 7) should never be greater than the number of personnel assigned (block 1).		None

**Attachment 29**

**VANDENBERG COMMAND POST NOTIFICATIONS**

**NOTE:** Call the Vandenberg Command Post, 6-9961, if an incident has the potential to:

**Generate local/national media interest**

**Generate Wing Commander interest**

**Generate NAF, MAJCOM, HQ AF leadership interest**

**Arsons**

**Aircraft Incidents**

- In flight emergencies
- Precautionary/emergency landings
- Any aircraft on/near base
- Assigned aircraft off base
- Unannounced/unauthorized aircraft arrival

**Assaults**

- To a child
- To an officer
- With significant injury
- With a dangerous weapon

**Accidents (Major)**

- GOV (resulting in injuries that require hospital treatment or a total loss of the vehicle)
- POV (resulting injuries that require hospital treatment)

**Alarms (Level I & II resources only)**

- Helping Hands
- Covered Wagons

**BOLO (Be On Look Out) notifications**

- Involving base personnel
- Issued for personnel on/headed to base property

**Broken Arrows**

**Bomb threats/scare**

- Suspicious/unattended object/package

**Burglary/Housebreaking/Robbery/Breaking and Entering**

- Occurring in Base housing
- Government facilities

**Deaths**

- On or off base of Vandenberg personnel/dependents

**Attachment 29 cont****Vandenberg Command Post Notifications (continued)**

Homicide (Any)

Suspicious or unusual circumstances (Any)

VIP/Celebrated person on base

**Demonstrations/Riots****Domestic violence**

Child abuse/neglect

**Drug offense, seizure/finds****DV notifications (arrivals and departures)****Gang related activity****Environmental incidents****Evacuation/Relocation (primary command and control and 24 hour operations centers)**

SFCC (Security Forces Control Center)

DCC (Disaster Control Center)/CE Readiness

Medical Readiness/Ambulance

PCC (Personnel Readiness Unit) (when activated)

576 FLTS MMOC

AOC (Aerospace Operations Center) (14 AF)

NCC (Network Control Center)/Comm Center/Comm Job Control

Deployment Center (when activated)

Base Operations/Air Traffic Control Tower

Fire Department/Dispatch

**Firearm incidents (discharges)****Hijacking/hostage situations/barricaded subject**

Aircraft and motor vehicle

**Hazardous material shipments/arrivals****Impersonations****Injuries, Serious**

Resulting in hospitalization of over 7 days

VIP/Celebrated Person on base

**Intimidation****Missing persons****Network Degradation/Intrusion Attempts****Offshore/Beach Incidents**

Unidentified/Unauthorized vessel stopped in Zone 4



**Attachment 29 cont**

**Vandenberg Command Post Notifications (continued)**

Vessel grounded

**Prisoner incidents (SFOJ and DoJ)**

Exchanges/transport

Escapes

Riots (SFOJ only)

**Property theft/destruction (Government)**

Theft of Gov't property exceeding \$1,000.00

Except minor vandalism

**Racial/hate crimes**

**Requests for Military Assistance**

Local/County/State Law Enforcement/Fire Fighting requests

Search and Rescue requests

**Road closures (Highway 1)**

**Safe Haven declaration**

**Sex offenses**

Rape/attempted rape

Forcible sodomy

Sex with a child under 16

Sexual assault

Indecent acts

**START notifications**

**Strikes (Work Stoppages)**

**Suicide attempts/gestures**

**Terrorist acts/activity**

**Threats**

Against base personnel or dependents

General threats (i.e. School shooting threats)

**Weather, Severe**

Hail and/or winds greater than 50kts

Weather conditions that affect operations

## Attachment 30

## AGENCY/CONTRACTOR NOTIFICATIONS

Table A30.1. Notifications

OPERATIONS GROUP			
Agency/Contract	OPR	Point of Contact	Office
ASSC (United Paradyne)	OSS	Program Manager	734-2359
		Ops Director	605-8474
		TAM/AGE	606-6819
		HSF	605-8517
		PMEL	606-0065
LOSC (MCA ENGINEERS, INC)	2ROPS	Program Manager	605-3520
			605-3244
		Duty hours contact	605-3115
		After hours contact	737-5963
WROCI (InDyne, Northrop Grumman)	2ROPS	Program Manager	606-4394
		Logistics Director	606-2870
		Ops Director	606-4020
		Northrop Grumman	606-3402
CENTRAL COAST WEATHER ASSOCIATES (CCWA)	WS		6-8022 6-8022
SCITOR	OSS		5-4938
SERCO	OSS		6-6287
RURAL WEST	SCS		6-4065
VERIZON	SCS		6-4065
SLRSC (ITT)			6-7378

## LAUNCH GROUP

Agency/Contract	OPR	Office
AEROJET / GENCORP LOCKHEED	2 SLS	5-4128
		5-8031
AEROSPACE CORPORATION	2 SLS	6-7722
		6-2018

## LAUNCH GROUP cont

Agency/Contract	OPR	Office
BOEING	4 SLS	6-6340 x6204 x2207 x2286
BOEING AEROSPACE OPERATIONS		6-8932
BOEING CO DELTA	4 SLS	6-6340 x6204 x2207 x2286
BOEING INTEGRATED DEFENSE SYSTEMS (RSLP)	1ASTS	5-8987
BOEING INTEGRATED DEFENSE SYSTEMS (GMD)	1ASTS	5-0209
ASTROTECH SPACE OPERATIONS, INC.		734-1102 x 2100
bd SYSTEMS, INC.	30 LCG	5-0602
LOCKHEED MARTIN CIC		5-2246
LOCKHEED MARTIN SPACE SYSTEMS	2SLS	5-2238
LOCKHEED MARTIN SPACE SYSTEMS COMPANY	2SLS	5-2300
LOCKHEED MARTIN TECHNICAL OPERATIONS	2SLS	6-4537 6-6602
NASA / NAT'L AERO & SPACE ADMIN	2SLS	5-3001
ORBITAL SCIENCE CORPORATION	1 ASTS	734-5408 734-5437
NORTHROP GRUMMAN	1 ASTS	6-7528
RAYTHEON AEROSPACE SUPPORT SVCS		6-2750
SPACEPORT SYSTEMS INTERNATIONAL	4 SLS	5-3966
SPACE MARK INC / NASA		5-3022
COMPUTER SCIENCE CORP (LOCKHEED)		5-0206

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**LAUNCH GROUP cont**

Agency/Contract	OPR	Office
BOEING INTEGRATED DEFENSE SYSTEMS (LSS)		6-8019
NCI INFORMATION SYSTEMS		5-0167
NRO		6-2700
GENERAL DYNAMICS		6-8609
ORBAS & ASSOCIATES		734-1528
Tecolote	1ASTS	6-9947

**MISSION SUPPORT GROUP**

Contract	OPR	Office
TETRA TECH IRP INCORPORATED		6-1827 6-8264
BREMER AUTO PARTS (30 LRS)	LRS	734-8102
AMERICANSTAR / SCHOOL BUS	LRS	734-1583
PHOENIX MANAGEMENT INC	LRS	6-9064 6-9065
ITT INDUSTRIES SYSTEMS DIVISION	OG	6-6921 6-2464
INDUSTRIES FOR THE BLIND		734-0488
LIGHTHOUSE	CES	6-1841
AIRLIQUIDE / AIR LIQUIDE AMERICA CORP	LCG	5-3155
BILLETING/LODGING	SVCS	6-1844
AUTO HOBBY SHOP	SVCS	6-6014
BOWLING CENTER	SVCS	734-1310
GOLF COURSE (MARSHALLIA)	SVCS	6-6262
GYMNASIUM/FITNESS CENTER	SVCS	6-3832
PACIFIC COAST CLUB	SVCS	734-4375
BREAKERS DINING FACILITY	SVCS	6-7540

## MISSION SUPPORT GROUP cont.

Contract	OPR	Office
BESTEK / REC CENTER CONTRACTOR	SVCS	734-3148
A&L SERVICE / GARBAGE DISPOSAL	CES	6-2300
B&B TREE SERVICE	CES	6-2330
C MARTIN COMPANY / HOUSING	CES	734-5586
C.C. DISTRIBUTORS / COCESS	CES	734-4561
RISC MGMT JOINT VENTURE / LANDFILL	CES	6-7571
ARMY CORPS of ENGINEERS /COE	CES	6-6051
SEMPRA ENERGY SOLUTIONS / ARMY CORP	COE	6-6958
SOLTEK-PACIFIC INC (ARMY CORPS/ ENGINEER)	COE	734-2915
A. J. DIANI / CONSTRUCTION	CES	734-1192
CLEAN HARBORS ENVIRONMENTAL SVCS	CES	6-8438
MCA ENGINEERS, INC LCC	CES	5-2336
METRIC CONSTRUCTION	CES	6-2899
MIDWEST ENVIRONMENTAL CONTROL	CES	734-0861
PW CONSTRUCTION INC	CES	5-8131
BENDIX FIELD ENGINEERING	CES	734-2982
CONTRA COSTA ELECTRIC	CES	5-4251
MANAGEMENT SOLUTIONS OF AMERICA (CE REAL PROPERTY)	CES	6-4917
Defense Security System		6-4061

## MISSION SUPPORT GROUP cont.

Contract	OPR	Office
LABOR RELATIONS OFFICE		6-7711
AAFES		734-5521
BURGER KING	AAFES	734-4263
GAS STATION	AAFES	734-2185
BARBER SHOP	AAFES	734-1259
BASE EXCHANGE	AAFES	734-5521
BEAUTY SHOP	AAFES	734-1264
COMMISSARY		5-8801 5-8813
AMERICAN RED CROSS		5-0042
COASTHILLS FEDERAL CREDIT UNION		733-7600
POST OFFICE		734-4327
BROADBAND CABLE (VANDENBERG)		734-5578
US ARMY VETERINARY SERVICE		6-3019
DAPS		6-2341
DRMO		6-9852

## WING STAFF

Contract	OPR	Office
CENTECH GROUP / JOCAS CONTR	CPTS	6-9654 6-5482
WSPEC (ACTA)	SE	6-5992
		6-4520
		6-9746
AF JUDICIARY	JA	5-6207
CALIFORNIA SPACE AUTHORITY	PA	349-2633 ext 13

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**MEDICAL GROUP**

Contract	OPR	Office
AMBULANCE SERVICES (AMR	MDG	6-6048

**OTHER**

Contract	OPR	Office
RAYTHEON TECHNICAL SERVICES CO	Contacted by Det 1 22SOPS	5-7302
CALF COMMERCIAL SPACEPORT, INC	Contacted by NRO	5-3966
BOEING TRAINER MNX	Contacted by 381 TRG	
AMERICOM	Contacted by Det 1 22SOPS	734-5618